

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 30 August 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 35
24-30 August 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. The arrangements for the modification of Rooms 2127-2129 I Building into an Area Studies Reading and Cultural Display Room were discussed with [] Estimates for the modification and construction of the room area are currently being obtained by SSO/TR; revised floor plans and the consideration of a design for the cultural display units being prepared by VAS/ISB; the proposed schedule for the completion of the labor in connection with the Area Studies Room lists a deadline date of 15 September.

2. A discussion was had between C/ISB and [] A and E Staff, regarding the design and plan of the Group Situational Testing and Observation Room, R and S Building. Preliminary layout plans and total approximate cost involved in equipping the room properly were prepared by VAS/ISB and handed to [] for his consideration.

3. Intelligence Publications. C/ISB has been informed that the proof copy of the initial publication (Studies in Intelligence, No. 1) has been completed by PSD/LO and will be made available to the Editors by 1 September.

4. [] LETS Area Program instructor has requested materials dealing with U.S. interests (financial, commercial, industrial) in the Middle East. These materials will be used in a course of study to start in mid-October. The Liaison Division/OCD has been contacted by C/LIB/ISB to procure materials published by the Dept. of State, ICA, and the Dept. of Commerce. A listing of books available for purchase has also been requested.

5. Support of the Training Mission at [] The Map Training Officer/ISB has prepared the necessary specifications for the publication of a set of 5 sterile AMS maps for the Mission. The maps, requested of Chief VAS/ISB, during his survey tour of the Mission, have been discussed with the TLO/FE-6, and upon verification of the request will be drafted and processed by the Cartographic Branch/ORR. Liaison will be handled by ISB. The "on-the-job" training of [] designated as Training Aids Officer at [] is continuing.

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6. Bibliographies.

a. Economic Conditions in [] has requested that this listing be expanded to include more recent statistics of the area.

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7. The editing of the TSS film--Radio Switch (VHF) Equipment--is continuing. The work print should be completed by 7 September 1955.

8. Attendance at the language film program--

German	8/24/55	4
Spanish	8/25/55	1
Italian	8/30/55	1

9. Two (2) overseas requests were processed and materials sent to AO/OS/TR. No lesson plans were received during the week.

10. The reproduction of the Instructors' Guide to Current References, 6 September issue is being completed, and the scheduled date for distribution is 2 September 1955. The reproduction of the OTR Telephone Directory (150 copies) has been completed and forwarded to SS0/TR.

11. Miscellaneous student manual materials for the Intelligence Principles and Methods Course have been reproduced for the IS/TR. 175 copies were forwarded to IS.

12. Training aids completed during the week:

- a. BASIC/BOC. Revised 1 handout chart.
- b. BASIC/QPS Support. Revised 1 training chart.
- c. BASIC/CLERICAL Orientation. Reproduced 100 copies of student handout chart; 1 8 x 10-inch Vu-graph slide.
- d. OPS/CSR. Designed and produced 2 training charts; assembled 1 magnetic board; processed 500 copies of 2 student copies.
- e. OPS/CPW. Miscellaneous cards--total: 19
- f. Office of Security. Design and production of 1 chart.

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13. During the routine periodic inspection of the AAS/ISB film vaults, it was discovered that a 35 mm. nitrate film in the stock was very badly deteriorated. Graphics Register/OCD was immediately notified and the transfer of the defective film was made in safety containers. Chief, ISB was informed that Graphics Register will dispose of the defective film.

14. Personnel

a. [] of the VAS/ISB Staff has returned to Headquarters from a 60-day temporary duty tour at the Training Mission at []

b. The following ISB personnel will be on leave: Miss

[] from 2 through 9 September; []
[] from 9 through 20 September.



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